

GRANTEES' EEO REPORT

REQUEST FOR BID TITLE

BID NUMBER

Part I- IDENTIFICATION OF VENDOR

1. NAME
&
ADDRESS
(as shown
on BID)

2. CHIEF EXECUTIVE OFFICER FOR ABOVE GRANTEE (Name)

3. CONTRACTOR'S PARENT COMPANY (if any) (Name and headquarter's address)

4. ADDITIONAL LOCATIONS IN CONNECTICUT

ADDRESS

TELEPHONE NUMBER

PART II: NONDISCRIMINATION POLICIES AND PRACTICES

1a. Have you put into effect a company wide equal opportunity program to promote nondiscrimination?

Yes No
☐ ☐

3c. Do all your employee recruitment advertisements state a nondiscriminatory policy?

Yes No
☐ ☐

1b. If "Yes," have all your employees been informed of this in writing?

Yes No
☐ ☐

4a. Do you have a collective bargaining agreement or other contract or understanding with a labor union representing the employee employed by you?

Yes No
☐ ☐

2a. Do you sponsor or promote any educational or training programs for your employees or prospective employees?

Yes No
☐ ☐

4b. If "Yes," does each such agreement assure full compliance with nondiscrimination requirements?

Yes No
☐ ☐

2b. If "Yes," are all such persons given the opportunity to participate in accordance with your nondiscrimination statement?

Yes No
☐ ☐

4c. If "No," check here, and explain on a separate attached sheet.

☐

3a. Have all your recruitment sources been notified that all qualified applicants will be considered without discrimination?

Yes No
☐ ☐

5a. Is there a person in your employ who is responsible for assuring equal employment opportunities?

Yes No
☐ ☐

3b. Has this been done in writing?

Yes No
☐ ☐

5b. If "Yes," give Name and Title

Part III – HIRING AND RECRUITMENT

1. which of the following recruitment sources are used by you?
(Check "Yes" or "No". Estimate % if not known.)

2. Check any of the following that you use as hiring qualification.

SOURCE	Yes	No	% of all applicants provided by this source	(X)	
State Employment Service					Work Experience
Private Employment Agencies					Ability to speak or write English
Schools and Colleges					Written Tests
Newspaper Advertisements					High School Diploma
Walk-ins					College Degree
Present Employees					Union Membership
Labor Organizations					Personal Recommendation
Minority/Community Organizations					Height or Weight
Employment Resource Development Agency					Car Ownership
OTHER (Specify)					

3. Describe any other practices which show that you hire, train and promote employees without discrimination.

RETURN

TO: CITY OF HARTFORD
DIVISION OF GRANTS MANAGEMENT
260 CONSTITUTION PLAZA
HARTFORD, CT 06103

Part IV - STATISTICS - Employment at grantees' location (as shown on bid submittal). In lieu of completing this section, grantee may submit a copy of its most recent Federal EEO-1 report for the reporting location or a copy of its consolidated report for the total organization filed within the last year. The City reserves the right to request additional employment statistic information if necessary to complete the certification process.

EMPLOYMENT FIGURES WERE OBTAINED FROM (Identify) <input type="checkbox"/> Visual check <input type="checkbox"/> Employment records <input type="checkbox"/> Other ▶	CLOSING DATE OF REPORT PERIOD
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JOB CATEGORIES	OVERALL TOTALS (SUM OF ALL COLUMNS A-E MALE & FEMALE)	A WHITE (NOT OF HISPANIC ORIGIN)		B BLACK (NOT OF HISPANIC ORIGIN)		C HISPANIC		D ASIAN OR PACIFIC ISLANDER		E AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Managers											
Professionals											
Technicians											
Sales Workers											
Office and Clerical											
Craft workers (skilled)											
Operatives (Semi-skilled)											
Laborers (Unskilled)											
Service Workers											
TOTALS ABOVE											
TOTALS ONE YEAR AGO											

ON THE JOB TRAINEES *(Enter figures for the same categories as are shown above.)*

Apprentices											
Trainees											

Part V – DOCUMENTATION AND COMMITMENT REQUIRED

- For companies employing more than 3 persons, please submit as part of this EEO report, **a copy of your Company Policy Statement of Equal Employment Opportunity.**
- For companies employing more than 10 persons, please submit as part of this EEO report a **written commitment to hire minority and female workers** if your work force statistics are not representative of the minority and female work force availability in your labor market area. In lieu of reviewing the 1990 census data in your labor market area, you may use as a guide the work force availability in the Greater Hartford Labor Market, which is:

**Minority Males: 16% of the total male work force
Females: 47% of the total work force**

AFFIDAVIT

The Grantee understands and agrees that its failure to meet the equal opportunity requirements established by section 2-545 and 2-548 of the Code (both of which are provided with the request for bid) will preclude such bid from being considered. The Grantee agrees to the procedure set forth in section 2-548 of the Code in regard to the determination of whether such Grantee is an equal opportunity employer. The Grantee also understands and agrees that the equal opportunity documents will become a part of the contract, and that a breach of the provision of the equal opportunity documents will constitute a breach of the contract subject to such remedies as provided by law.

SIGNATURE X	TITLE	DATE SIGNED	TELEPHONE NO. <i>(Include Area Code)</i>
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